



POSITION DESCRIPTION

Mallee Sexual Assault Unit – Mallee Domestic Violence Service

Position: Safety & Wellbeing Coordinator

Our Values: Respect, Integrity, Collaboration, Care, Accountability, Innovation

Our Vision: Safety for all

Mallee sexual assault and domestic violence services are an essential part of the primary health care system funded by government. These services provided, are free and are available to all victim survivors.

The Mallee Sexual Assault Unit - Mallee Domestic Violence Services provides services to Victim survivors and significant others of sexual assault and domestic and or sexual violence. The components of the service consist of crisis care, counselling services, advocacy, community education, outreach support, information, and referral services. The service is non-discriminatory, providing equity of access to all victim survivors and significant others of sexual assault and domestic and or family violence.

In the Northern Mallee region, centre-based sexual assault and family violence services are available and provided in Mildura (24-hour response). Services are also available and provided flexibly and on-demand in Robinvale, Ouyen, Mallee Track, Dareton, and Wentworth.

In the Southern Mallee, centre-based sexual assault and family violence services are available in Swan Hill (24-hour response). Services are also available and provided flexibly and on-demand in Kerang, Cohuna, Sea Lake, Wycheproof, Balranald, and other towns throughout the Buloke and Gannawarra Shire.

Our agency has been delivering these services in the community for over thirty years.

The services we provide include:

- Core and Cluster refuge service with multiple, single unit properties in the community
- family violence case management services to victim survivors
- sexual assault case management services to victim survivors
- therapeutic services for victim survivors of both family violence and sexual assault
- 24-hour family violence and sexual assault crisis service
- partner of the Mallee Orange Door
- outreach offices in Swan Hill
- Swan Hill Orange Door access point
- RAMP Coordination for the region
- FSP Coordination for the region
- Personal Safety Initiative Coordination for the region
- Child Protection partnership programs



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Position Title	Safety & Wellbeing Coordinator
Position number	
Program	Executive Services
Classification and Award	Social, Community, Home Care and Disability Services Award 2010 – Level 5
Salary range	Commencing \$ 97,377.28 pa
Location	Mildura
Employment status	Full Time
Hours per week	38 hours per week with an option to work 40 hours per week with a RDO once every 4 weeks
Reporting Manager	Executive Manager People & Culture
Other Key Relationships	People & Culture Team Health & Safety Representatives and Committee Members Employee Wellbeing Working Group Members
Position Objectives	<p>This position will coordinate the Work Health & Safety (WHS) and employee Wellbeing functions for the Organisation.</p> <p>The role will establish, maintain and promote a culture of wellness and safety practice excellence creating a work environment that provides for the safety of all employees and safeguards system and service compliance with all relevant legislation and standards.</p>
Key responsibilities	<ul style="list-style-type: none"> • Contribute to our Work Health and Safety Strategy and Plan and coordinate implementation of tasks. • Develop and implement sound WHS policies, procedures and plans that strive for best practice, are fit for purpose and compliant with the WHS Act, relevant regulations and legislation. • Undertake safety inspections and audits, complete risk assessments, investigate accidents, incidents and near miss events to determine root causes aim implement corrective measures to prevent recurrence. • Assist the organisation to manage the WHS elements of contractors engaged to provide services MSAU-MDVS. • Maintain accurate records and documentation, including via the GEMBA360 system. • Report on health and safety awareness, initiatives, issues and statistics as required. • Promote Safety initiatives and facilitate internal training including the New Employee Induction to ensure the integration of safety practices into daily operations.



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	<ul style="list-style-type: none"> • Monitor WHS in across all sites, including the reporting of identified hazards, risks or incidents and ensure risk assessments are undertaken and control measures are adequate. • Maintain up to date knowledge on relevant WHS legislation to ensure our policies, processes and practices are in line with requirements. • Build WHS capability of the organisation by providing expert advice, educating and coaching managers and staff on WHS processes and standards. • Guide and support management and employees on safety related matters, best practice and injury prevention. • Developing, delivering and implementing an innovative and contemporary health and wellbeing program to support Organisational initiatives towards creating a healthy workplace. • Support the organisation to achieve WHS targets including the reporting of WHS data and information. • Lead the WHS Committee and meetings. • Lead the Employee Wellbeing Program and Working Group. • Design and deliver wellbeing programs, workshops, and events.
Key Selection Criteria	<ul style="list-style-type: none"> • An experienced track record in leading and promoting a safety culture in a high risk environment. • Demonstrated experience in WHS auditing and investigations. • Demonstrated ability to provide high level WHS advice across all levels within the organisation • An understanding and experience in the development, implementation and evaluation of policies, procedures and strategies to minimise WHS risks in the workplace. • Demonstrated knowledge of and experience in applying the Victorian WH&S Act, Risk Management standards, WorkCover and other relevant legislation • Proven experience writing correspondence, reports, SOPs, Risk Assessments/Registers, Manuals etc. • Clear understanding of legislative requirements regarding privacy of health information. • Excellent verbal communication and Interpersonal skills with the ability to collaborate and liaise effectively, diplomatically and professionally, internally and externally at all levels. • Ability to work independently or within a Team. • Sound computer skills and MS Office suite experience
Specialist expertise/experience	<ul style="list-style-type: none"> • Minimum Certificate IV Work Health & Safety • Minimum of three years experience in a safety officer or advisory role • ICAM Lead Investigator Training desirable • Certificate IV in Training and Assessing desirable • Hold a First Aid Certificate desirable • Fire Safety Advisor Certificate desirable • Knowledge and understanding of the not for profit community services sector highly regarded
Pre-employment checks	<p>All appointments require:</p> <ul style="list-style-type: none"> • reference checks



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	<ul style="list-style-type: none">• national criminal records check (Applicants who have lived overseas in one country for 12 months or longer in the last ten years must provide international police check from the relevant overseas police agency. Applicants can obtain a check through an organisation providing international police checks via an internet search)• pre-employment misconduct screening• Working with Children Check both for Victoria and New South Wales• Current Driver's License• Evidence of the Right to Work in Australia
Cultural safety in the workplace	Mallee Sexual Assault Unit, Mallee Domestic Violence Services recognises the important and unique contribution Aboriginal and Torres Strait Islander employees make by bringing their unique skills, knowledge, and experience to the workplace. They also contribute important insight into how Mallee Sexual Assault Unit, Mallee Domestic Violence Services can provide for and engage with Indigenous clients and communities more effectively.
Conditions of Employment	<p>Salary and conditions are in accordance the SCHADS AWARD 2010.</p> <p>Salary packaging is offered with this position.</p> <p>All offers of employment are subject to a satisfactory Criminal Check, Working-With-Childrens Check NSW & Vic, current driver's license and Covid vaccination proof of evidence.</p> <p>All offers of employment with Mallee Sexual Assault Unit, Mallee Domestic Violence Services are subject to a six-month probationary period. All staff members will participate in an annual performance review.</p> <p>Pre-existing Injury disclosure prior to employment will be required for all existing medical, health and physical injuries/conditions.</p>

Acceptance of Position Description requirements

To be signed upon appointment

Employee

Name: _____

Signature: _____

Date: _____